

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TENNESSEE**

**COMPENSATION POLICIES FOR INTERPRETERS**

These policies will be applied by the court when paying interpreters and will control unless the court agrees to other terms in advance. Modifications will be approved only when required to provide interpreting services as needed by the court.

**1. Compensation for Service Time.<sup>1</sup>**

Full day / half day (AO certified or professionally qualified):	\$329 / \$178
Full day / half day (Language skilled interpreters):	\$156 / \$86

A full day payment requires that the interpreter's Service Time be for more than four hours and up to eight hours (excluding normal meal periods); four hours or less constitutes a half day of service. "Service Time" includes travel time for travel in excess of 30 miles one-way.

Interpreting during any payment period is not limited to one proceeding and the interpreter may be assigned to several proceedings should the need arise. Interpreters may not charge any other agency or client for services rendered during the same time period for which the court is compensating the interpreter.

**2. Overtime.**

Overtime payments are payable only for time worked in excess of eight hours in one day. Overtime payments are not applicable to travel time. The hourly overtime rate for certified or professionally qualified interpreters is \$49 per hour; for language skilled interpreters the rate is \$27 per hour.

**3. Mileage.**

Interpreters will not receive reimbursement for mileage when the interpreter's point of departure is located within normal commuting distance. Normal commuting distance is defined as 30 miles, one-way. Travel in excess of 50 miles round trip will be reimbursed at the rate established by the Administrative Office of the U.S. Courts. The current rate (as of January 1, 2004) is 37.5 cents per mile and is subject to change.

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<sup>1</sup> These rates may not be exceeded without prior authorization from the Administrative Office of the United States Courts.

**4. Per Diem.**

The current per diem rates (as of October 1, 2004) are as follows:

Chattanooga	\$119.00
Greeneville	91.00
Knoxville	96.00
Winchester	91.00

The rate for the last day of travel is \$38.00.

A hotel receipt must accompany the invoice if the interpreter claims per diem. When Service Time is 10 hours or more but less than 24 hours and no lodging expense is incurred, reimbursement of actual expenses will be paid up to \$31. Reimbursable expenses must be itemized and be in accordance with the *Guide to Judiciary Policies and Procedures* of the Administrative Office of the United States Courts.

**5. Cancellation.**

If the interpreter is canceled more than 24 hours before the event, no payment will be made. If the interpreter is canceled less than 24 hours before the event, the court will pay for one half-day of service, plus reimbursement for mileage, or as otherwise agreed *in advance*.

**INTERPRETER AGREEMENT**

I have reviewed the terms and conditions set forth above. I understand that this is a renewable contract which will remain in effect until modified in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ SSN / TIN: \_\_\_\_\_